

## Parent Payment Arrangements 2024

(November 2023)

Dear parent/guardian,

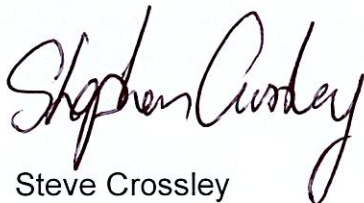
Portland Bay School is looking forward to another great year of teaching and learning and would like to advise you of Portland Bay School's voluntary financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to attend to the activities as noted in the "Other Contributions" fee section.

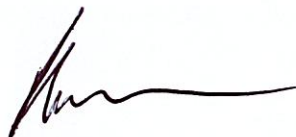
For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Yours sincerely,



Steve Crossley  
Principal

and



Brad Anderson  
School Council President

<b>Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum</b>	<b>Amount</b>
• Stationery requisites (books, pens, pencil)	\$0
• Art Materials	\$0
Hospitality Materials	\$0
School Communication Diary/Chat Book	\$10
<b>TOTAL</b>	<b>\$10</b>
<b>Other Contributions - for non-curriculum items and activities</b>	<b>Amount</b>
<i>Swimming / Bike Riding / Gym / Tennis / Bowling / Interschool Sports</i>	<i>\$100.00</i>
<i>Group Camps and Excursions</i>	<i>To be advised</i>
<i>Community Access / Local excursions</i>	<i>\$70.00</i>
<b>TOTAL</b>	<b>\$180.00</b>

### Financial Support for Families

Portland Bay School understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund
- Instalment plans

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Wendy McFarlane, Business Manager

Ph: 03 5523 2218 | Email: [portland.bay.sch@education.vic.gov.au](mailto:portland.bay.sch@education.vic.gov.au)

### Payment Methods

Direct Payment to Schools main account BSB: 063536 Account: 00902575

BPay Biller Code: 87361 Ref: 1528202870

(Please note family name as reference on all payments)

### Refunds

Any school fee refunds are to be requested through Principal by an appointment.

For further information on the Department's Parent Payment Policy please see a one page overview attached.

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW



### FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



### PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

#### Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

#### Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

#### Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



### FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



### SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.